

<b>Script Name</b>	<b>Submit Letter of Public Status</b>
<b>Description</b>	The purpose of this script is to test the Public school user's ability to submit a Letter of Public Status
<b>Created By</b>	Melanie Greiner
<b>Tested By</b>	
<b>Date Tested</b>	
<b>Prerequisites</b>	User has the ability to log in as a Public School user (bdole01) OPEID <00147000>
<b>Use Cases Covered</b>	UC_32-33 Letter of Public Status

Step#	Action	Expected Results	Pass/Fail	Comments	SIR #	
	<b>Login</b>					
1	Enter "username" <bdole01> and "password" <xxxxxxxx>	System returns the Institution Homepage which contains the following elements: left nav options for Create Annual Submissions, Other Submissions, Administration (includes "Letter of Public Status" option) , and Other Links; main page contents include Upload Letter of Public Status header, School Name, OPEID, and Notifications (includes "Letter of Public Status not on file")				
	<b>Submit Letter of Public Status</b>					
2	Confirm that Letter of Public Status not on file notification displays	System displays a Notification that the institution's Letter of Public Status is not on file				
3	Click the "Upload Letter of Public Status" link in the left nav under the Administration tab	System presents the "Upload Letter of Public Status" page which contains a File field (required), Browse, and the following text: "Please use the field below to upload your Public Status Letter of Public Status into the system. Please note, the file must be in .pdf format. Once the file has been selected, select "Submit to ED". Selecting "Cancel" will return you to your home page without saving or submitting your information." Cancel, and Submit to ED options				
4	Click "Browse" to search for file to upload	System allows the user to access their files				
5	Select "Letter of Public Status" (non-pdf) to upload	System displays an error message stating that files must be in .pdf format (user is returned to "Upload Letter of Public Status" page)				
6	Click "Browse" to search for file to upload	System allows the user to access their files				
7	Select "Letter of Public Status PDF" to upload - click "Open"	System accepts file and displays file name in "File" field				
8	Click "Submit to ED" button	System returns user to their home page and displays a text message on the screen that the Letter of Public Status has been received by the Department of Education				
9	Click "Logout" tab in the top nav	System displays logout page				

<b>Script Name</b>	<b>Assign Letter of Public Status</b>
<b>Description</b>	The purpose of this script is to confirm the Co-Team leader's ability to assign a submitted Letter of Public Status to a FA for resolution
<b>Created By</b>	Melanie Greiner
<b>Tested By</b>	
<b>Date Tested</b>	
<b>Prerequisites</b>	User is logged in as a Co-Team leader (malbri01)
<b>Use Cases Covered</b>	UC_32-33 Letter of Public Status

Step#	Action	Expected Results	Pass/Fail	Comments	SIR #	
	<b>Assign</b>					
1	Scroll down queue to find Letter of Public Status Submission from "Brevard Community College" OPEID 00147000	System displays Letter of Public Status submission in Co-Team Lead queue				
2	Select an FA <Team 1 - Boston - Agassi, Andre> and click the "Assign" button	System displays the Letter of Public Status submission as "Assigned"				
3	Click "Logout" tab in the top nav	System displays logout page				

<b>Script Name</b>	<b>ED Reject Letter of Public Status</b>
<b>Description</b>	The purpose of this script is to test the case user's ability to reject a submitted Letter of Public Status
<b>Created By</b>	Melanie Greiner
<b>Tested By</b>	
<b>Date Tested</b>	
<b>Prerequisites</b>	User is logged in as a case user (aagass01)
<b>Use Cases Covered</b>	UC_32-33 Letter of Public Status

Step#	Action	Expected Results	Pass/Fail	Comments	SIR #	
	<b>Reject</b>					
1	Scroll down queue to view Letter of Public Status submission for "Brevard Community College" OPEID 00147000	System allows user to scroll down page and view assigned submissions. A record is in the queue that represents the Letter of Public Status Submission. Fiscal Year End is set to "N/A", Resolution Due Date is set to "N/A", Submission Type is set to "Letter of Public Status", Reason for Referral to Case is set to "N.A", and Submission Status is set to "Review not Started"				
2	Click "Brevard Community College" link for Letter of Public Status submission	System presents the "Letter of Public Status" page for the submission, which contains a main content area with fields at the top of the page displaying Institution Name (link to Institution Profile Page) & OPEID. Section below provides a link to view the Institution's attached Letter of Public Status. There are Accept and Reject buttons below the link				
3	Click link to view the Institution's submitted Letter of Public Status	The system opens and displays the PDF attachment in a separate window				
4	Select the "Reject" button at the bottom of the page	The System displays user's Home page				
5	Scroll down queue to view Letter of Public Status submission for "Public School"	Letter of Public Status submission is no longer displayed in the User's Queue				
6	Click "Logout" tab in the top nav	System displays logout page				

<b>Script Name</b>	<b>Re-submit Letter of Public Status</b>
<b>Description</b>	The purpose of this script is to test the Public school user's ability to Re-submit a Letter of Public Status after it has been rejected
<b>Created By</b>	Melanie Greiner
<b>Tested By</b>	
<b>Date Tested</b>	
<b>Prerequisites</b>	User has the ability to log in as a Public School user (bdole01) OPEID <00147000>
<b>Use Cases Covered</b>	UC_32-33 Letter of Public Status

Step#	Action	Expected Results	Pass/Fail	Comments	SIR #	
	<b>Login</b>					
1	Enter "username" <bdole01> and "password" <xxxxxxxx>	System returns the Institution Homepage which contains the following elements: left nav options for Create Annual Submissions, Other Submissions, Administration (includes "Letter of Public Status" option) , and Other Links; main page contents include School Name, OPEID, and Notifications (includes "The Letter of Public Status submitted on MM/DD/YYYY was rejected on MM/DD/YYYY")				
	<b>Re-submit Letter of Public Status</b>					
2	Confirm that Letter of Public Status rejection notification displays	System displays a Notification that the institution's Letter of Public Status was rejected: "The Letter of Public Status submitted on MM/DD/YYYY was rejected on MM/DD/YYYY"				
3	Click the "Letter of Public Status" link in the left nav under the Administration tab	System presents the "Upload Letter of Public Status" page which contains a File field (required), Browse, Cancel, and Submit to ED options, and the following text: "Please use the field below to upload your Public Status Letter of Public Status into the system. Please note, the file must be in .pdf format. Once the file has been selected, select "Submit to ED". Selecting "Cancel" will return you to your home page without saving or submitting your information."				
4	Click "Browse" to search for file to upload	System allows the user to access their files				
5	Select "Letter of Public Status PDF" to upload, click "Open"	System accepts file and displays file name in "File" field				
6	Click "Submit to ED" button	System returns user to their home page and displays a text message on the screen that the Letter of Public Status has been received by the Department of Education				
7	Click "Logout" tab in the top nav	System displays logout page				

<b>Script Name</b>	<b>Assign Letter of Public Status 2</b>
<b>Description</b>	The purpose of this script is to confirm the Co-Team leader's ability to assign a re-submitted Letter of Public Status to a FA for resolution
<b>Created By</b>	Melanie Greiner
<b>Tested By</b>	
<b>Date Tested</b>	
<b>Prerequisites</b>	User is logged in as a Co-Team leader (malbri01)
<b>Use Cases Covered</b>	UC_32-33 Letter of Public Status

Step#	Action	Expected Results	Pass/Fail	Comments	SIR #	
	<b>Assign</b>					
1	Scroll down queue to find Letter of Public Status Submission from "Brevard Community College"	System displays Letter of Public Status submission in Co-Team Lead queue				
2	Select an FA <Team 2 - Boston -- Agassi, Andre> and click the "Assign" button	System displays the Letter of Public Status submission as "Assigned"				
3	Click "Logout" tab in the top nav	System displays logout page				

Script Name

Description

Created By

Tested By

Date Tested

Prerequisites

Use Cases Covered

ED Accept Letter of Public Status

The purpose of this script is to test the case user's ability to accept a submitted Letter of Public Status

Melanie Greiner

User is logged in as a case user (aagass01)

UC\_32-33 Letter of Public Status

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #														
	Reject																		
1	Scroll down queue to view Letter of Public Status submission for "Brevard Community College"	System allows user to scroll down page and view assigned submissions. A record is in the queue that represents the Letter of Public Status Submission. Fiscal Year End is set to "N/A", Resolution Due Date is set to "N/A", Submission Type is set to "Letter of Public Status", Reason for Referral to Case is set to "N.A", and Submission Status is set to "Review not Started"																	
2	Click "Brevard Community College" link for Letter of Public Status submission	System presents the "Letter of Public Status" page for the submission, which contains a main content area with fields at the top of the page displaying Institution Name (link to Institution Profile Page) & OPEID. Section below provides a link to view the Institution's attached Letter of Public Status. There are Accept and Reject buttons below the link																	
3	Click link to view the Institution's submitted Letter of Public Status	The system opens and displays the PDF attachment in a separate window																	
4	Select the "Accept" button at the bottom of the page	The System displays user's Home page																	
5	Scroll down queue to view Letter of Public Status submission for "Brevard Community College"	Letter of Public Status submission is no longer displayed in the User's Queue																	
6	Click "Logout" tab in the top nav	System displays logout page																	

**Script Name**  
**Description**

**ED View Accepted Letter of Public Status**

The purpose of this script is to test the case user's ability to view an accepted Letter of Public Status

**Created By**  
**Tested By**  
**Date Tested**  
**Prerequisites**  
**Use Cases Covered**

Melanie Greiner

User is logged in as a Financial Analyst (aagass01)  
 UC\_32-33 Letter of Public Status

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	<b>Search</b>				
1	Click "Search" button in the top nav	System returns the "Search" page			
	In the "Institution Name" field enter <Brevard Community College>	Field accepts value			
2	In the "OPEID" field type <00147000>	Field accepts value			
3	Click "Search" button	System returns results at bottom of page			
	<b>View Letter of Public Status</b>				
4	Click <Brevard Community College> (OPEID 00147000) link for submission	System presents "Submission Summary" page with link to Brevard Community College profile page			
5	Click link to "Brevard Community College"	System displays Brevard Community College "Institution Profile" page			
6	Click "Letter of Public Status" link	System displays .pdf file in separate window			
7	Review submitted Letter of Public Status file	System displays file			
6	Click "Logout" tab in the top nav	System displays logout page			

<b>Script Name</b>	<b>Accepted Letter of Public Status</b>
<b>Description</b>	The purpose of this script is to test the Public school user's ability to view Letter of Public Status acceptance notification and to confirm that the Letter of Public Status link has been removed from their home page
<b>Created By</b>	Melanie Greiner
<b>Tested By</b>	
<b>Date Tested</b>	
<b>Prerequisites</b>	User has the ability to log in as a Public School user (bdole01) OPEID <00147000>
<b>Use Cases Covered</b>	UC_32-33 Letter of Public Status

Step#	Action	Expected Results	Pass/Fail	Comments	SIR #	
	<b>Login</b>					
1	Enter "username" <bdole01> and "password" <xxxxxxxx>	System returns the Institution Homepage which contains the following elements: left nav options for Create Annual Submissions, Other Submissions, Administration, and Other Links; main page contents include School Name, OPEID, and Notifications (includes "The Letter of Public Status submitted on MM/DD/YYYY was accepted on MM/DD/YYYY")				
	<b>View Home Page</b>					
2	Confirm that Letter of Public Status acceptance notification displays	System displays a Notification that the institution's Letter of Public Status was accepted: "The Letter of Public Status submitted on MM/DD/YYYY was accepted on MM/DD/YYYY"				
3	Confirm that the Letter of Public Status submission required notification no longer displays	System no longer displays notification that Letter of Public Status is not on file				
4	Confirm that Letter of Public Status link no longer displays under "Administration" in the left nav	System no longer displays Letter of Public Status link in left nav				
5	Click "Logout" tab in the top nav	System displays logout page				